

**MINUTES  
BOARD OF EDUCATION  
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS  
November 21, 2022 - Committee Meetings**

The Elizabeth City-Pasquotank Board of Education met at the Education Building and via livestream, on Monday, November 21, 2022, at 5:00 p.m. The following Board members were present and constituted a quorum:

Sharon Warden, Chair

Dr. Shelia Williams, Vice-Chair

George Archuleta (not present)

Virginia Houston

Pam Pureza

Daniel Spence

Rodney Walton (Virtual)

The following staff members were present:

Dr. Keith Parker, Superintendent

Rachael Haines, Assistant Superintendent of Finance

Bert Lane, Executive Director of Federal Programs & Grants

Meredith Collins, Executive Director of Accounting Services

Marlene Wilkins, Director of Maintenance

Adrian Fonville, Executive Director of Secondary Schools

Sammy Fudge, Executive Director of Elementary Schools

Dexter Jackson-Heard, Director of Communications and Community Schools

Pam Parker, Executive Assistant to the Superintendent & Board of Education

Others in attendance:

John Leidy, School Board Attorney

**1. Meeting Called to Order by Chair**

Chair Warden called the meeting to order at 5:07 p.m.

**2. Roll Call**

Pam Parker called the roll and recorded members in attendance for the meeting. George Archuleta (not present), Rodney Walton (attended virtually).

**3. Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest**

Virginia Houston read the ethics statement and allowed members the opportunity to identify any conflicts or potential conflicts. The record reflects that no conflicts exist.

**4. Approval of Agenda**

A motion was made by Dr. Sheila Williams, seconded by Pam Pureza, and carried, as confirmed by roll call, to approve the agenda for November 21, 2022, as presented.

**5. Agenda Items**

**Financial, Business, and Technology Committee**

**Sharon Warden, Chair**

Marlene Wilkins, Director of Maintenance, presented (FBT-02), maintenance report for information only.

Marlene Wilkins, also presented (FBT-01), maintenance surplus for approval.

A motion was made by Pam Pureza, seconded by Dr. Sheila Williams, and unanimously carried, as confirmed by roll call, to approve FBT-01 as presented.

Rachael Haines, Assistant Superintendent of Finance presented (FBT-03), rental report and (FBT-04) purchasing report, for information only.

Rachael Haines, Assistant Superintendent of Finance presented (FBT-05) budget amendments #102 and #302, (FBT-06) micropurchase threshold certification resolution, (FBT-07) fundraisers. She is requesting FBT-05, FBT-06, and FBT-07 be placed on the consent agenda for November 28, 2022.

A motion was made by Pam Pureza, seconded by Virginia Houston, and unanimously carried, as confirmed by roll call, to put on the agenda for Monday, the consent agenda items FBT-05, FBT-06, FBT-07.

Dr. Parker wished everyone a Happy Thanksgiving and thanked everyone for their hard work.

### **Closed Session**

A motion was made by Dr. Sheila Williams seconded by Virginia Houston, and carried, as confirmed by roll call, for the Board to go into closed session as allowed by N.C. General Statute 143-318.11(a)(6) for the purpose of considering one or more personnel matters that are confidential under N.C. General Statute 115C-320; and as allowed by N.C. Statute 143-318.11(a)(3) to consult with the Board Attorney regarding matters protected by the attorney/client privilege and to preserve that privilege.

Board will resume the open session/livestream following the closed session.

### **Excellent Educators Committee**

#### **Dr. Shelia Williams, Chair**

Chair Warden requested approval of the Superintendent's Report and Recommendation for Personnel as presented in closed session. A motion was made by Dr. Shelia Williams, seconded by Pam Pureza, and carried, as confirmed by roll call vote, to accept the Superintendent's Report and Recommendation for Personnel as presented.

### **6. Other**

### **7. Adjournment**

A motion was made by Virginia Houston, seconded by Dr. Sheila Williams, and carried to adjourn the meeting. The meeting ended at 7:10 p.m.

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Chair

Secretary